

## § 105-64.302

Director, Administrative Services Division,  
General Services Administration (6BR),  
1500 East Bannister Road, Kansas City, MO  
64131

### Region 7

Fort Worth (includes Arkansas, Louisiana,  
New Mexico, Texas, and Oklahoma) Tele-  
phone: 817-334-2350

Director, Administrative Services Division,  
General Services Administration (7BR), 819  
Taylor Street, Fort Worth, TX 76102

### Region 8

Denver (includes Colorado, North Dakota,  
South Dakota, Montana, Utah, and Wyo-  
ming) Telephone: 303-776-2231

Director, Administrative Services Division,  
General Services Administration (8BR), 525  
Building 41, Denver Federal Center, Den-  
ver, CO 80225

### Region 9

San Francisco (includes Hawaii, California,  
Nevada, and Arizona) Telephone: 415-556-  
9130

Director, Administrative Services Division,  
General Services Administration (9BR), 525  
Market Street, San Francisco, CA 95105

### Region 10

Auburn (includes Alaska, Idaho, Oregon, and  
Washington) Telephone: 206-931-7128

Director, Administrative Services Division,  
General Services Administration (10BR),  
GSA Center, Auburn, WA 98002

### National Capital Region

Washington, DC (includes the District of Co-  
lumbia, the counties of Montgomery and  
Prince Georges in Maryland; the city of Al-  
exandria and the counties of Arlington,  
Fairfax, Loudoun, and Prince William in  
Virginia) Telephone: 202-472-1650

Director, Administrative Services Division,  
General Services Administration (WBR),  
Seventh and D Streets, SW, Washington,  
DC 20407

## § 105-64.302 Fees.

### § 105-64.302-1 Records available at a fee.

The manager shall provide one copy of a record to a requester for the fee stated in § 105-64.302-6.

### § 105-64.302-2 Additional copies.

A reasonable number of additional copies shall be provided for a fee if a requester cannot get copies made commercially.

## 41 CFR Ch. 105 (7-1-98 Edition)

### § 105-64.302-3 Waiver of fee.

The manager should make a copy of a record of up to 50 pages at no charge to a requester who is a GSA employee. The manager may waive the fee if the cost of collecting it is nearly as large as or greater than the fee, or if furnishing the record without charge is customary or in the public interest.

### § 105-64.302-4 Prepayment of fees over \$25.

If a fee is likely to exceed \$25, the manager notifies the person to pay the fee before GSA can make the records available. GSA will remit any overpayment or will send the requester a bill for any change over the amount paid.

### § 105-64.302-5 Form of payment.

Copies must be paid for by check or money order made out to the General Services Administration and addressed to the system manager.

### § 105-64.302-6 Reproduction fee schedule.

(a) The fee for copying a GSA record (by electrostatic copier) of 8 by 14 inches or less is 10 cents a page.

(b) The fee for copying a GSA record more than 8 by 14 inches or one that does not permit copying by routine procedures is the same as that charged commercially.

## Subpart 105-64.4—Requests To Amend Records

### § 105-64.401 Submission of requests to amend records.

A person who wants to amend a record containing personal information should send a written request to the GSA Privacy Act Officer. A GSA employee who wants to amend personnel records should send a written request to the General Services Administration, Director of Personnel (EP), Washington, DC 20405. It should show evidence of and justify the need to amend the record. Both the letter and the envelope should be marked "Privacy Act—Request to Amend Record".